

1 **Rule 4-405. Juror and Witness Fees and Expenses.**

2 **Intent:**

3 To develop a uniform procedure for payment of juror and witness expenses.

4 **Applicability:**

5 This rule shall apply to all trial courts of record.

6 **Statement of the Rule:**

7 (1) **Fees.**

8 (1)(A) The courts shall pay the fee established by statute for all jurors of the courts of  
9 record. The courts shall pay the fee established by statute for witnesses  
10 subpoenaed by the prosecutor or by an indigent defendant in criminal cases in  
11 the courts of record and in actions in the juvenile court. The courts shall pay no  
12 fee to a witness appearing for a hearing that was canceled or postponed with at  
13 least 24 hours' notice to the parties, excluding Saturdays, Sundays, and holidays.  
14 The parties shall notify witnesses when a hearing is canceled or postponed.  
15 Upon request, a civil witness's necessary and reasonable parking expenses shall  
16 be reimbursed by the attorney who issued the subpoena.

17 (1)(B) A subsequent day of attendance shall be:

18 (1)(B)(i) for a witness, attendance on a subsequent day of the hearing  
19 regardless of whether the hearing is continued to a contiguous  
20 business day, but only if the hearing was actually called on the first  
21 day; and

22 (1)(B)(ii) for a juror, attendance on a subsequent day during the juror's term of  
23 availability, as defined in Rule 4-404(2)(B), regardless of whether  
24 attendance is for the same trial.

25 (1)(C) A witness requesting payment shall present a subpoena on which appears the  
26 certification of the attorney general, county attorney, district attorney or legal  
27 defender of the number of days the witness attended court, as defined in  
28 subsection (1)(B).

29 (2) **Mileage.** The courts shall reimburse the cost of travel at the rate established by statute for  
30 those jurors and witnesses to whom the court pays a fee. A witness in a criminal case or  
31 juvenile court case traveling from out of state to whom the court pays a witness fee shall

32 be reimbursed the cost of round trip airfare or round trip travel at \$.20 per mile, as  
33 determined by the court.

34 (3) **Meals and refreshments.**

35 (3)(A) Meals for jurors shall be provided if the case has been submitted to the jury and  
36 the jury is in the process of deliberating the verdict or if the jury is sequestered. A  
37 lunch meal may be provided to jurors impaneled to try a case if it is anticipated  
38 that the matter will not be concluded by 2:00 p.m. on the final day of trial and the  
39 trial judge finds that provision of a lunch meal will assist in expediting the  
40 conclusion of the trial.

41 (3)(B) A witness in a criminal case or a juvenile court case traveling from outside the  
42 county to whom the court pays a witness fee may be reimbursed for meals.

43 (3)(C) Payment for meals for jurors and eligible in-state witnesses shall not exceed the  
44 rates adopted by the Department of Administrative Services.

45 (3)(D) Refreshments may be provided to a jury during the course of trial, upon order of  
46 the judge. Payment for refreshments shall not exceed the State Department of  
47 Finance per diem rate~~\$4.00~~ per person per day.

48 (4) **Lodging.** Lodging for jurors shall be paid if the judge orders the jury sequestered, if the  
49 juror must travel more than 100 miles one-way from the juror's residence to the  
50 courthouse and the judge orders that lodging be paid, or if the judge orders that lodging  
51 be paid due to inclement weather. A witness in a criminal case or juvenile court case to  
52 whom the court pays a witness fee traveling from outside the county shall be provided  
53 lodging only upon a determination by the court executive that returning to the point of  
54 origin on the date in question places a hardship upon the witness or that the  
55 reimbursement for travel for repeat appearances is greater than the cost of lodging.  
56 Unless unavailable, lodging costs shall not exceed the rates adopted by the Department  
57 of Administrative Services.

58 (5) **Method and record of payment.**

59 (5)(A) The payment of juror and witness fees and mileage shall be by check made  
60 payable to the individual, or the court may reimburse the county or municipal  
61 government for the payment of the fee or mileage allowance.

62 (5)(B) The court shall pay eligible expenses of jurors directly to the vendor. Jurors shall  
63 not be required to incur the expense and seek reimbursement. The court may  
64 pay the eligible expenses of witnesses directly to the vendor or may reimburse  
65 the witness or the county or municipal government for the expense.

66 (5)(C) **Jurors.** Jurors must present a summons for payment for the first day of service.  
67 If a juror does not present a summons, the clerk may certify that the juror was  
68 summoned. The clerk shall file the summons and shall record the attendance of  
69 jurors for payment, including subsequent days of service.

70 (5)(D) **Witnesses in criminal cases and juvenile court cases.** Witnesses in criminal  
71 cases and juvenile court cases must present a subpoena for payment. If the  
72 subpoena is issued on behalf of an indigent defendant, it shall bear the certificate  
73 of defense counsel that the witness has appeared on behalf of the defendant at  
74 state expense, regardless of the number of days for which the witness is eligible  
75 for payment. If the subpoena is issued on behalf of the prosecution, the  
76 prosecutor shall certify the number of days and the number of miles for which the  
77 witness is eligible for payment. The clerk shall file the subpoena and record of  
78 attendance. If a witness does not present a subpoena, the clerk may record the  
79 witness' attendance and mailing address that is certified by the prosecutor or  
80 defense counsel.

81 (5)(E) The clerk of the court, ~~or designee,~~ shall enter the payment due the ~~juror or~~  
82 witness in the State Accounting System (FINET) within 10 ~~business calendar~~  
83 days after receipt of certification. ~~The state will mail the payment to the juror or~~  
84 ~~witness within 3 days. The clerk of court shall maintain both a list of undeliverable~~  
85 ~~juror and witness checks and the checks. A payment is considered abandoned~~  
86 ~~one year after it became payable and will be sent to the Division of Unclaimed~~  
87 ~~Property pursuant to the Utah Code.~~

88 (5)(F) The clerk of the court, or designee, shall enter the payment due the juror into the  
89 Jury Management System within 10 business days from the last court date  
90 served.

91 (5)(G) The clerk of court shall maintain both a list of undeliverable juror and witness  
92 checks and the checks. State Finance reports all stale dated checks to the  
93 Unclaimed Property Division and the court destroys the checks. A payment is  
94 considered abandoned one year after it became payable and will be sent to the  
95 Division of Unclaimed Property pursuant to the Utah Code.

96 (6) **Audit of records.** ~~At least once per month, the clerk of the court or a designee shall~~  
97 ~~compare the jurors summoned and the witnesses subpoenaed with the FINET log of~~  
98 ~~payments. Any unauthorized payment or other irregularity shall be reported to the court~~  
99 ~~executive and the audit department of the Administrative Office of the Courts. The~~

100 Administrative Office of the Courts audit program shall include ~~the~~an audit of juror and  
101 witness payments within the scope of their regularly scheduled audits.

102 *Effective May 1, 2019*